



Office of the Provost

Request for Authorization of Out-of-Country Travel

All international travel requests must approved by the Provost designee. To obtain approval, submit international travel forms, signed by the chair and dean, at least twenty (20) working days before the start of travel. (NOTE: Travel to State Department and CDC level 3 and 4 countries require additional processing time). Travel requests are submitted through the T&E system in PeopleSoft. All blanks must be completed; all signatures except Provost must be obtained by traveler. This form should be typed or printed legibly.

UofL E-mail: Department Contact Name:
ID Number: Phone:
Employee Name:
Position Title: Department:

Destination: City, Country

Departure Date: Return Date:

Does travel include personal time? If so, list dates:

Has any emergency contact information changed since your last trip? ☒ No

Purpose of Trip: ☐ Yes, please complete new emergency information sheet

I am an invited speaker to the 35th Challenge in Infectious Diseases Conference in Engelberg, Switzerland. Please note that trip costs will be reimbursed to me directly by the conference organization.

How will your University responsibilities be covered during your absence? List person(s) covering:

None required

Funding Sources(s): Must be initialed by person with account authority.

Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	<input type="text"/>
Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	<input type="text"/>
Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	<input type="text"/>
Total estimated cost of trip:			<input type="text" value="\$ 0.00"/>		

I certify that it is necessary for the employee named above to make this trip on official business connected with the duties of his/her position.

Matthew Ramsey
Digitally signed by Matthew Ramsey
DN: cn=Matthew Ramsey, o=louisville.edu
Reason: I am approving this document
Location:
Date: 2025.10.27 13:41:22-04'00'
Foxit PDF Reader Version: 2025.1.0

Employee Traveler

Date:

Richard J. Lamont
Digitally signed by Richard J. Lamont
Date: 2025.10.27 15:48:44 -04'00'

Department Head or Supervisor

Date:


Dean

Date:

International Center Provost Designee

Date: